

RMD 8/14
28 March 1955
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RECORDS MANAGEMENT DIVISION
4/4
Please circulate ball
for use 32

MEMORANDUM FOR: Deputy Director (Plans)
Director of Security
Chief, Medical Staff
Director of Communications
Comptroller
Director of Personnel
Assistant Director for Scientific Intelligence
Assistant Director for Collection & Dissemination
Chief, Management Staff
Executive Assistant to the Director
Director of Training

SUBJECT : Personal Mail Facilities

1. At the request of this Agency and at the expense of the Post Office Department, several mail collection boxes have been installed in the West Potomac Park area for the convenience of Agency personnel. The collection boxes are located as follows:

Recreation and Services Building - Adjacent to Capital Transit bus stop

Tempo L Building - Adjacent to Agency shuttle bus stop on the Lincoln Memorial Circle

Tempo I Building - On the west side of 17th Street, south of the Reflecting Pool

2. It is requested that employees be advised of these facilities in order that official mail facilities will not be used for personal mail.


Director of Logistics

Distribution:

25 - DD/P
12 - D/S
4 - C/MS
12 - D/C
12 - Compt.
12 - D/P
12 - AD/SI
12 - AD/CD
12 - C/Mgt. Staff
5 - ES/DCI
12 - OL
12 - O/T

STAT